

**McCHORD OFFICERS' SPOUSES' CLUB (OSC)  
BY-LAWS**

**ARTICLE I - MEETINGS AND MEMBERSHIP**

- A. Executive Board: shall meet monthly, unless otherwise announced by the President
- B. General Business Meeting: shall be held in conjunction with a coffee, brunch, luncheon, dinner, or evening social monthly, unless otherwise designated by the Executive Board.
- C. Members may bring guests to the OSC meetings and events. Those eligible for membership may attend only two OSC functions as a guest. Those not eligible for membership may attend as guests when escorted by a member. Members must be present to win, unless otherwise approved by the Board.
- D. Social function reservations must be made as specified and publicized by the Reservations Chairman. In case of non-cancellation, the appropriate fee will be charged.
- E. Non-members may participate in special events, other than regularly scheduled OSC activities, at the discretion of the President and with the approval of the Elected Officers.
- F. No Special Activities or OSC (excluding the Thrift Shop) sponsored activity will meet during the hours of any official OSC function.
- G. OSC business will be conducted at Executive Board meetings, at General Membership meetings, by email vote, and/or at Special Membership meetings as needed. A majority vote of a Quorum is necessary to resolve any motion. A quorum will be 10% of the voting members at any General Membership or Special Membership meeting.  
A quorum for the Executive Board will be 51% of the voting members.
- H. Members refusing to pay after notification for 1 (one) unpaid function shall have their OSC membership cancelled.

**ARTICLE II - ELECTION AND TURNOVER PROCEDURE**

- A. A Nomination Committee will be established in order to identify candidates for the elected officers and appointed members of the OSC and Executive Board for the following year. The Parliamentarian shall serve as the Nomination Committee Chairperson. The President will not serve on this committee. The Committee consists of the Chairperson and one OSC representative from each major organization. Nominees must be members of the OSC at the time of assuming office. Advisors may participate on this committee at the request of the committee members or at their own request.
- B. Nominees must give prior consent, and their names will be presented at a General Membership meeting. Nominations will be taken from the floor at the March General Membership meeting and then nominations will be closed.
- C. Elections will take place in accordance with Article V of the OSC Constitution.
  - 1. Elections shall be by secret ballot or a show of hands.
  - 2. A majority of votes tallied shall elect each officer.
  - 3. Absentee ballots will be made available upon request
  - 4. The President's vote will be sealed and used only in case of a tie vote.
  - 5. Voting for the slate of candidates will be conducted at a General Membership meeting, no later than May.
- D. The out-going President shall not hold an Executive Board position for one year following the close of their term. If requested, this rule may be waived by a majority vote of the Executive Board conducted by secret ballot. A quorum is required for this vote as outlined in Article I, Section H.
- E. All OSC ledgers and journals will be maintained in accordance with the current Private Organization Guide issued by USAF Services, IAW API 34-223.
- F. All job descriptions, within guidelines of the Constitution, and policy sheets will be brought up to date annually, no later than February of the board year, and turned into the Parliamentarian.
- G. All inventories of material properties will be made by the First Vice-President and given to all Board members at the beginning of the Board year.
- H. All Board gifts, if budgeted for, will be purchased by the First Vice-President and paid for before the incoming Board assumes office.

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- I. The joint Executive Board Meeting will be held at the regularly scheduled date in June. Those attending will be the retiring board members, newly installed officers and any newly appointed chairpersons. The purpose of the joint meeting is to allow the outgoing board to approve the minutes of the previous month's meetings, and the Treasurer's report, and to complete old business. The retiring board will then stand adjourned. The new board will then proceed with normal business. The newly installed President will conduct this meeting.

### **ARTICLE III - BUDGETS**

- A. The budgets, one for the general accounts and one for the welfare accounts, will run from June 1 through May 31 and be reviewed twice a year. All officers and committee chairpersons will submit proposals and recommendations for consideration by the Budget Committee to aid in preparing the budgets. The Budget Committee will consist of all elected Officers and the Thrift Shop Chairperson. All incoming elected Officers will also attend the end of the year/turn-over Budget Committee. The OSC Treasurer and Welfare Treasurer will co-chair the Budget Committee. Advisors may participate on this committee at the request of the committee members or at their own request.
- B. The Executive Board will provide a carryover balance of at least \$500.00 for each side of the treasury to cover the expenses until a new budget is approved by the OSC membership.
- C. The proposed budgets will be distributed to the General Membership prior to the June General Membership meeting, at which time they will be voted upon.

### **ARTICLE IV - FISCAL POLICIES**

- A. Unbudgeted expenditures, not to exceed \$500.00, will be approved by the Executive Board. Upon recommendation of the OSC Executive Board, unbudgeted expenditures over \$500.00 will be presented to the General Membership for approval.
- B. The President, OSC Treasurer, and Welfare Treasurer are authorized to sign checks and will be bonded at the expense of the OSC. All checks over \$500 require two signatures i.e., both treasurers or one treasurer and president. No member of the Executive Board, authorized to sign checks, will sign a check to himself or herself.
- C. The OSC Treasurer and Welfare Treasurer will be responsible for all moneys in their respective accounts (for collection, disbursement, custody, and accounting).
- D. The OSC will be custodian of all funds for the various activities under OSC sponsorship. Accurate records will be kept in the OSC Treasurer's ledgers and journals and will be opened to scrutiny and audit.
- E. All committees and Board members are required to submit monthly financial statements of their expenses to the Executive Board.
- F. The Executive Board, acting as agent for the General Membership, is authorized to receive and disperse funds, and dispose of excess property belonging to the OSC.
- G. At the conclusion of designated special events (i.e. Auction), the appropriate chairperson will present a written financial statement and descriptive resume to the Executive Board.
- H. Members of the Executive Board, when operating within the guidelines of their job descriptions, are understood to have the approval of the Executive Board to obligate the OSC.
- I. Members paying dues directly to the OSC Treasurer will pay yearly dues from September 1st to August 31st. These dues are prorated when joining/resigning from the OSC. Spouses of 2nd Lieutenants will not be required to pay dues their first year. NOTE: Members who pay their dues with the Club charge card are responsible for resigning from the OSC, as their card dues will be paid to McChord until such time that they resign.
- J. The OSC shall pay for Child Care up to the current rate of the Child Development Center for Executive Board Members and Committee Chairpersons for Executive Board meetings and other meetings/events at the discretion of the President. .

### **ARTICLE V - NON-ELECTION SUCCESSION OF OFFICERS**

- A. Should the office of President become vacant, the First Vice-President will automatically become President.
- B. The President shall appoint vacancies in all other offices.
- C. If the spouse of any board member transfers and the member remains in the area, the board member may retain their position.

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- D. Any Executive Board member, with the exception of the Advisors, may retain the board position in the event the member becomes a widow or widower.

#### **ARTICLE VI - STANDING COMMITTEES, SPECIAL COMMITTEES, AND COMMUNITY SERVICE ACTIVITIES**

The President shall appoint the Chairpersons of the Standing and Special Committees, as well as the Community Service Representatives. The Committee Chairperson, with the President's approval, may appoint co-Chairpersons for Standing and Special Committees.

- A. Standing Committee Chairpersons will have Executive Board status as voting members, except the Parliamentarian. Co-Chairpersons representing Standing Committee Chairpersons have Executive Board status as voting members.
- B. Standing Committees may include, but are not limited to, Thrift Shop, Social, Membership, Reservations, Airwaves, Programs, Welcoming, Scholarships, Ways and Means, Associate Representative, and Publicity.
- C. Yearly Committees will include Nominations, Budget, Constitution and By-laws
- D. The Executive Board will appoint any other Standing, Special, and Community Committees deemed necessary.

#### **ARTICLE VII - CONSTITUTION and BY-LAW CHANGES**

The Constitution Committee shall at least review the Constitution and By-laws annually no later than February. This Committee shall consist of the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Parliamentarian, Social Treasurer, Welfare Treasurer, Corresponding Secretary, and Recording Secretary. The Parliamentarian shall serve as the Chairperson of the Constitution and By-law Committee. Advisors may participate in this committee at the request of the committee members or at their own request.

Any changes to the Constitution, approved by the board, will be presented to the general membership prior to being voted upon, and be approved by a majority vote at a general or special meeting.

The Constitution and By-Laws will be submitted for approval to the 62d Mission Support Group Deputy Commander and the Staff Judge Advocate yearly.

#### **ARTICLE VIII - AMENDMENTS**

Beth Cannon  
President, Officers' Spouses' Club  
2007-2008

Reviewed February 2008